

P.M. - 4

16 April 1962

MEMORANDUM FOR THE RECORD

Subject: Future Policies and Procedures--Records Disposition

STAT 1. In an effort to strengthen the Overall Records Disposition Program, it was agreed in a meeting with [redacted] on 11 April that the following policies and procedures will be adopted effective 1 July 1962:

a. Change in Records Destruction Procedures. The present policy of notifying Record Officers that the Records Center will destroy records in accordance with the Records Control Schedule on a specified date ^{will be changed} and instead the Records Center will proceed with the destruction of the records in accordance to agreed disposal standards in the Records Control Schedule and notify the Records Officers when destruction has been accomplished. This will be done by use of Form 141.

b. Transfer of Records ~~to~~ the Center.

Present procedure will be changed to provide for the submission of Form 140 to the Records Center prior to transfer of the records. The Records Center will review Form 140 and determine if the records proposed for transfer are covered by an approved specific Records Disposal Schedule.

c. Indefinite Retention Periods

Records Officers will be notified by the use of Form 141a that records from their components are in the Records Center without a specified records disposal standard. The Records Officer will be permitted 30 days to establish a definitive disposal date. If no response has been received from Records Officers within 30 days, the Records Center will either destroy the records or return them to the Records Officers.

d. Guides for the Preparation of Records Control Schedules

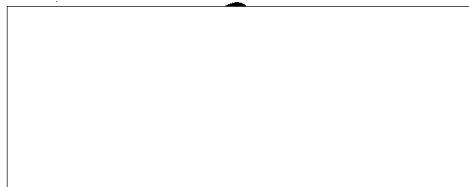
A Handbook containing Guides for the Preparation of Records Control Schedules is in process and will probably be available for the Record Officers about 1 July 1962. The purpose of this handbook is to assist the Record Officers who do not have experience in the preparation of the schedules.

e. Guides for Records Retirement

A Handbook outlining the major procedures for the Retirement of Records is in process and will be available to the Record Officers about 1 July 1962. Its purpose is to help new Record Officers in the transferring of records from office space to the Records Center.

2. These changes in policies and major procedures should bring about more activity in Records Disposition, generally, and should eliminate from the Records Center the large volume inactive records which do not have specific disposal dates.

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